



FIRE SERVICE INSTRUCTOR III

PRACTICAL SKILLS CERTIFICATION EVALUATION PACKET (NFPA Standard 1041, 2012 Edition)

**Department of Public Safety
Alaska Fire Standards Council
5700 E. Tudor Road
Anchorage, Alaska 99507
(907)269-5052**

www.firestandards.alaska.gov

December 2014

V12-1

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

**Fire Service Instructor III Practical Skills Correlation Map
(NFPA 1041, 2012 Edition)**

2012 Skill Sheet #	NFPA Section	Tasks	Certification JPR Final Exam Requirement: 16 Mandatory
DESCRIPTION: 6.2 Program Management			
<u>FSI III 1</u>	6.2.2	Administer Training Record System	Mandatory AHJ Project
<u>FSI III 2</u>	6.2.3	Develop Policies for Training	Mandatory AHJ Project
<u>FSI III 3</u>	6.2.4	Select Instructional Staff	Mandatory AHJ Project
<u>FSI III 4</u>	6.2.5	Construct Instructor Evaluation Plan	Mandatory AHJ Project
<u>FSI III 5</u>	6.2.6	Write Equipment Purchasing Specifications for Training	Mandatory AHJ Project
<u>FSI III 6</u>	6.2.7	Present Findings and Recommendations	Mandatory AHJ Project
DESCRIPTION: 6.3 Instructional Development			
<u>FSI III 7</u>	6.3.2	Conduct a Needs Analysis	Mandatory AHJ Project
<u>FSI III 8</u>	6.3.3	Design Programs or Curricula	Mandatory AHJ Project
<u>FSI III 9</u>	6.3.4	Modify Existing Curriculum	Mandatory AHJ Project
<u>FSI III 10</u>	6.3.5	Write Program and Course Goals	Mandatory AHJ Project
<u>FSI III 11</u>	6.3.6	Write Course Objectives	Mandatory AHJ Project
<u>FSI III 12</u>	6.3.7	Construct Course Content Outline	Mandatory AHJ Project
DESCRIPTION: 6.5 Evaluation and Testing			
<u>FSI III 13</u>	6.5.2	Develop Evaluation Results System	Mandatory AHJ Project
<u>FSI III 14</u>	6.5.3	Develop Course Evaluation Plan	Mandatory AHJ Project
<u>FSI III 15</u>	6.5.4	Create a Program Evaluation Plan	Mandatory AHJ Project
<u>FSI III 16</u>	6.5.5	Analyze Student Evaluation Instrument	Mandatory AHJ Project

Skill Sheet Packet Instruction

Purpose of the Skill Sheets

All skills listed in this packet are consistent with [NFPA 1041: Standard for Fire Service Instructor Professional Qualifications, 2012 edition](#). The Alaska Fire Standards Council (AFSC) provides these skill sheets as the basis for Fire Service Instructor testing and certification.

Description & Use

For certification purposes, the final skill examination will consist of a series of mandatory skill from this packet.

1. These skills sheets are for use by the Training Program Manager/Training Officer, or designee, and Fire Service Instructor II candidate. Use of this packet throughout a training course will assist in verifying candidate competency and completion of the [Fire Service Instructor II Training Record](#).
2. For eligibility to complete the final certification examination, a candidate must demonstrate competency in all skills during training.
3. This packet encompasses the requisite skills for Fire Service Instructor II for use during final testing for certification. Fire Service Instructor II courses material should utilize this packet to prepare candidates for the certification exam.
4. The final skills examination will consist of skills selected from this packet. A candidate must successfully perform each skill while being evaluated on performance competency by an AFSC examination representative.
5. The Certifying Officer will notify candidates which skills they will be required to complete at the start of the practical skills portion on the date of the examination.
6. The Training Officer/Training Program Manager or designee must complete and sign the Fire Service Instructor II Training Record for each candidate before a candidate can begin the final skills examination. The Fire Service Instructor II Training Record shall become a permanent part of the candidate's local training record, and this information shall be kept on file in accordance with local fire department procedures.

Grading Criteria

1. The Training Program Manager/Training Officer, or designee, shall evaluate all Fire Service Instructor II skill sheet elements throughout a course. There are no specific critical points designated within the practical skill sheets, and the Certifying Officer (CO) will require the candidate to repeat an individual practical skill station if *all* of the listed skill items on a selected sheet are not completed by the candidate.
2. The Certifying Officer (CO) will require the candidate to repeat final examination practical skill items if all listed skills are not completed.
3. Addressing real-time skills scenario's during the final examination is not always feasible and the Training Program Manager/Training Officer, or designee, shall ensure that the candidate can provide the Certifying Officer, or designated Evaluator, documentation of completed skill items listed on these pages. These skill sheets must be completed by the candidate prior to the final test date and available for review by the Certifying Officer.

Artificialities of Training and Testing

Training and testing for Fire Service Instructor levels can only approximate on the job activities of an instructor. There are artificialities to training and testing for fire service instructors. In certain environments, the Training Program Manager/Training Officer, or designee, and the candidate must be able to adapt to simulations during the final examination to complete the required practical skills. The design of a Fire Service Instructor II course must enable the candidate to develop skills to manage training programs, create lesson plans, conduct classes and supervise other instructors, and evaluate and analyze written and practical exams. The Training Program Manager/Training Officer, or designee, must prepare candidates for situations that may occur throughout the training and testing environment.

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Final Skills Evaluation

The AFSC designated Certifying Officer (CO) conducts the final examination and has the overall test site authority. The CO is required to perform his or her duties as outlined in the [Certification Policy Manual](#).

For preparation of the final examination, the designated CO must communicate with the Test Site Coordinator to ensure an adequate test site location is available. The Test Site Coordinator is responsible for preparation of all test site equipment/materials and arranging designated evaluators for the date of the practical examination. The CO must verify that all required elements are adequate for testing and will approve all designated Evaluators. Designated Evaluators shall receive training appropriate for the test site and are required to complete an [Evaluator Code of Ethics Compliance](#) agreement before testing begins.

The completion of each job performance requirement in the FSI III Training Record is required before certification testing. The course Lead Instructor is responsible for the completing the candidate Training Record prior to the final exam. Due to time constraints during the final examination, the candidate cannot perform some skills in the presence of the Certifying Officer. The Training Program Manager/Training Officer, or designee, shall ensure the candidate completes all skill items and provides documentation for final evaluation by the CO. The CO shall sign the completed final examination packet.

Additional Notes on Final Evaluations:

1. Candidates shall be dressed in accordance with their department policy and procedure during the final practical examination.
2. A candidate shall perform all related skills correctly.
3. Some skill evaluations may include a time limit. An Evaluator may use a digital or analog watch/stopwatch for final skills evaluation. Prior to the start of the practical examination, the CO must inspect and approve all timing devices used during final skills evaluations.
4. Some skills may require the use of equipment or documentation for the final presentation. Unless otherwise indicated, it is permissible for the candidate to prepare or assemble the required equipment or paperwork at any time, if this does not interfere with the core skill, task, or evolution.
5. Candidates must be prepared to complete skills under a variety of conditions. Optimal conditions often exist during training and skills practice, but candidates must be prepared to adapt to changing conditions that can occur in actual instructional situations. The Evaluator ultimately determines if the candidate has met the criteria specified on the skill(s) under evaluation.
6. For final examination, the performance of a skill, task, or evolution is not required to be done in the exact order of the steps (as outlined on the skill sheet), unless it is critical to a particular task. For example, a person must don turnout gear before donning an SCBA.
7. Some skills may require that a candidate verbalizes information about a particular task or procedure. In such cases, any question(s) from the Evaluator to the candidate must be limited to those that satisfy the criteria listed on the skill sheet, and a question cannot exceed the scope the Airport Firefighter requirements.

Fire Service Instructor II Course and Final Evaluation Forms

Following is a brief outline of the reference materials and forms for use at an FSI III final skills evaluation.

FSI III Course Material Reference

- a. NFPA 1041, 2012 edition
- b. FSI III Text/Curriculum
 - IFSTA, *Fire and Emergency Services Instructor*, 8th edition; **OR**,
 - Jones & Bartlett, *Fire Service Instructor: Principles and Practice*, 3rd edition
- c. FSI III Training Record (this must be completed and signed off by the Training Program Manager/Training Officer, or designee,)
- d. Practical Skills and Final Examination Packet

Final Skills Examination

- a. Candidate *Training Record is reviewed by the CO to ensure all elements have been completed
- b. Candidate completes the written and practical examination administered by the CO
- c. Certifying Officer reviews and signs *Final Examination Packet for each candidate
- d. Certifying Officer transfers pass/fail information to the [Practical Examination Report Form](#)
- e. Written exam, Practical Examination Report Form and signed application are forwarded to AFSC
- f. AFSC FSI III certificate is issued upon successful completion of the written and practical exam

**Note: The Training Program Manager/Training Officer, or designee, shall file the candidate's completed Training Record in accordance with local agency procedures.*

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 1

STANDARD: NFPA 1041, 6.2.2	SKILL AREA: Administer Training Record System
-----------------------------------	---

TASK: Administer a training record system, so that the information captured is concise, meets all agency and legal requirements, and can be readily accessed.

PERFORMANCE OUTCOME: The candidate shall maintain a training record system, document information so that it is easily accessed, meets all agency and legal requirements and keeps a concise record of training activities..

EQUIPMENT: Local AHJ SOP/SOG, training policy, and other related forms

CONDITIONS: Given agency policy and type of training activity to be documented, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Determine applicable policies for documenting training records	<input type="checkbox"/>					
2.	Separate training activities into a cohesive format	<input type="checkbox"/>					
3.	Define professional standards addressing training and apply to record-keeping format	<input type="checkbox"/>					
4.	Administer policies to satisfy legal requirements affecting record-keeping	<input type="checkbox"/>					
5.	Monitor disclosure of training information	<input type="checkbox"/>					
6.	Develop forms reflecting policies and procedures for managing resources, staff, facilities and records	<input type="checkbox"/>					
7.	Generate training reports based in part on policies and procedures for managing resources, staff, facilities and records	<input type="checkbox"/>					

SELECTED TOPIC:

Approved by Chief/Supervisor : _____
Signature

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

<i>Certifying Officer Name</i>	<i>Date</i>
<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 2

STANDARD: NFPA 1041, 6.2.3	SKILL AREA: Develop Policies for Training
-----------------------------------	---

TASK: Develop recommendations for policies to support the training program, so that the training and agency goals are achieved.

PERFORMANCE OUTCOME: The candidate shall make policy recommendations designed to promote the agency's training program and make policy recommendations that coincide with agency policy and training goals.

EQUIPMENT: Local AHJ SOP/SOG, budget policy, and other related forms

CONDITIONS: Given agency policies and procedures and the training program goals, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Develop recommendations based goals and objectives to support training	<input type="checkbox"/>					
2.	Utilize present department policies and procedures to design training policies	<input type="checkbox"/>					
3.	Format policies based on local procedures	<input type="checkbox"/>					
4.	Use appropriate grammar and syntax when developing policies	<input type="checkbox"/>					

	SELECTED TOPIC:
	Approved by Chief/Supervisor : _____ <i>Signature</i>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

_____	_____
<i>Certifying Officer Name</i>	<i>Date</i>

<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 3

STANDARD: NFPA 1041, 6.2.4	SKILL AREA: Select Instructional Staff
-----------------------------------	---

TASK: Using instructional requirements, staff capabilities, and agency policy, choose instructional staff to teach various courses so that this selection achieves instructional goals.

PERFORMANCE OUTCOME: The candidate shall make staff recommendations designed to meet various training course needs and achieve instructional goals.

EQUIPMENT: Local AHJ SOP/SOG, budget policy, training forms, and other related forms

CONDITIONS: Given personnel qualifications, instructional requirements, and agency policies and procedures, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Review and itemize policies and procedures for selecting training personnel	<input type="checkbox"/>					
2.	Identify policies pertaining to training staff selection	<input type="checkbox"/>					
3.	Identify potential staff instructional requirements	<input type="checkbox"/>					
4.	Identify capabilities of instructional staff	<input type="checkbox"/>					
5.	Develop methods for selection process	<input type="checkbox"/>					

SELECTED TOPIC:	
	Approved by Chief/Supervisor : _____ <i>Signature</i>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

<i>Certifying Officer Name</i>	<i>Date</i>
<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>	
Pass: <input type="checkbox"/>	Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 4

STANDARD: NFPA 1041, 6.2.5	SKILL AREA: Conduct Instructor Evaluation Plans
-----------------------------------	---

TASK: Construct a performance-based instructor evaluation plan, so that instructors are evaluated at regular intervals, following agency policies.

PERFORMANCE OUTCOME: The candidate shall develop a performance based Instructor Evaluation Plan using established job performance requirements and agency evaluation policy and procedures.

EQUIPMENT: Local AHJ SOP/SOG, instructor evaluation form, and other related forms

CONDITIONS: Given agency policies and procedures and job requirements, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Construct performance-based instructor evaluation plan for regular use based on policies	<input type="checkbox"/>					
2.	Develop performance-based evaluation plan based on job requirements	<input type="checkbox"/>					
3.	Refer to department policies when developing evaluation plan						
4.	Schedule instructors' evaluations at regular intervals	<input type="checkbox"/>					
5.	Describe evaluation techniques prior to observing instructional staff	<input type="checkbox"/>					

SELECTED TOPIC:

Approved by Chief/Supervisor : _____
Signature

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

_____ *Certifying Officer Name* _____ *Date*

_____ *Certifying Officer Signature*

<u>Overall Skill Sheet Result:</u>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 5

STANDARD: NFPA 1041, 6.2.6	SKILL AREA: Purchase Equipment for Training
-----------------------------------	--

TASK: Write specifications for equipment purchasing, so that the equipment is appropriate and supports established curriculum.

PERFORMANCE OUTCOME: The candidate shall use curriculum, training goals, and agency guidelines to purchase the appropriate equipment that supports established curriculum

EQUIPMENT: Local AHJ SOP/SOG, purchasing forms, and other related forms

CONDITIONS: Given curriculum information, training goals, and agency guidelines the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Write equipment purchase specifications based on department policies and procedures	<input type="checkbox"/>					
2.	Describe the need for equipment to support curriculum	<input type="checkbox"/>					
3.	Indicate training goals pertinent to purchasing equipment	<input type="checkbox"/>					
4.	Follow department procedures for equipment purchases	<input type="checkbox"/>					
5.	Evaluate available department resources as alternative to purchase	<input type="checkbox"/>					
6.	Evaluate methods to select equipment that is appropriate	<input type="checkbox"/>					
7.	Prepare procurement form(s)	<input type="checkbox"/>					

SELECTED TOPIC:

Approved by Chief/Supervisor : _____
Signature

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

<i>Certifying Officer Name</i>	<i>Date</i>
<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>	
Pass: <input type="checkbox"/>	Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 6

STANDARD: NFPA 1041, 6.2.7	SKILL AREA: Present Findings and Recommendations
-----------------------------------	---

TASK: Present evaluation findings, conclusions, and recommendations to agency administrator, so that recommendations are unbiased, supported, and reflect agency goals, policies, and procedures.

PERFORMANCE OUTCOME: The candidate shall use data summaries and a known target audience to evaluate a teaching program, present findings, conclusion, and recommendations in a non-biased report to the agency administrator.

EQUIPMENT: Local AHJ SOP/SOG, a lesson plan prepared by the instructor, and related forms

CONDITIONS: Given data summaries and target audience, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Prepare written report to administrator reflecting goals, policies and procedures	<input type="checkbox"/>					
2.	Present report findings based on target audience	<input type="checkbox"/>					
3.	Cite unbiased, supported recommendations	<input type="checkbox"/>					
4.	Offer appropriate statistical evaluation procedures and department goals	<input type="checkbox"/>					
5.	Present report to administrator reflecting recommendation and conclusion based on data and findings	<input type="checkbox"/>					

SELECTED TOPIC:

Approved by Chief/Supervisor : _____
Signature

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

_____	_____
<i>Certifying Officer Name</i>	<i>Date</i>

<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 7

STANDARD: NFPA 1041, 6.3.2	SKILL AREA: Conduct Agency Needs Analysis
-----------------------------------	--

TASK: Conduct an agency needs analysis, so that instructional needs are identified and solutions are recommended.

PERFORMANCE OUTCOME: The candidate shall conduct a training needs analysis for his or her agency and use agency goals and policies to determine instructional needs.

EQUIPMENT: Local AHJ SOP/SOG, agency goals, and related forms

CONDITIONS: Given agency goals the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Conduct needs analysis for department training, education, skills given department goals	<input type="checkbox"/>					
2.	Design an evaluation tool to determine training needs	<input type="checkbox"/>					
3.	Conduct research to determine needs analysis	<input type="checkbox"/>					
4.	Develop a task analysis	<input type="checkbox"/>					
5.	Organize information into functional groupings	<input type="checkbox"/>					
6.	Interpret data	<input type="checkbox"/>					
7.	Develop JPRs which reflect task analysis	<input type="checkbox"/>					
8.	Plan and design curriculum and a series of lessons based on needs assessment	<input type="checkbox"/>					
9.	Determine instructional methods based on curriculum and audience	<input type="checkbox"/>					
10.	Determine instructional media	<input type="checkbox"/>					
11.	Develop evaluation tools based on curriculum goals and lesson objectives	<input type="checkbox"/>					
12.	Convene and conducts regular committee meetings	<input type="checkbox"/>					

SELECTED TOPIC:

Approved by Chief/Supervisor : _____
Signature

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

_____ *Certifying Officer Name* _____ *Date*

_____ *Certifying Officer Signature*

<u>Overall Skill Sheet Result:</u>	
Pass: <input type="checkbox"/>	Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 9

STANDARD: NFPA 1041, 6.3.4	SKILL AREA: Modify Existing Curriculum
-----------------------------------	--

TASK: Modify an existing curriculum, so that the curriculum meets the requirements of the agency, and the learning objectives are achieved.

PERFORMANCE OUTCOME: The candidate shall modify an existing curriculum, , so that the curriculum meets the requirements of the agency and learning objectives are achieved.

EQUIPMENT: Local AHJ SOP/SOG, curriculum, and related forms

CONDITIONS: Given the audience characteristics, learning objectives, instructional resources, and agency training requirements, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Modify programs or curricula based on needs analysis and goals	<input type="checkbox"/>					
2.	Associate the knowledge and skills training to job analysis	<input type="checkbox"/>					
3.	Design instruction based on agency training requirements	<input type="checkbox"/>					
4.	Modify performance-based training appropriate to the needs analysis	<input type="checkbox"/>					
5.	Ensure curriculum reflects adult learning principles	<input type="checkbox"/>					
6.	Ensure revision meets time frames and budget concerns	<input type="checkbox"/>					
7.	Prepare written report to administrator reflecting modifications	<input type="checkbox"/>					

SELECTED TOPIC:

Approved by Chief/Supervisor : _____
Signature

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

<i>Certifying Officer Name</i>	<i>Date</i>
 <i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>	
Pass: <input type="checkbox"/>	Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 10

STANDARD: NFPA 1041, 6.3.5	SKILL AREA: Write Program and Course Goals
-----------------------------------	---

TASK: Write program and course goals, so that the goals are clear, concise, measurable, and correlate to agency goals.

PERFORMANCE OUTCOME: The candidate shall use Job Performance Requirements (JPRs) to write program/course goal statements that are clear, concise, and measurable and adhere to agency goals.

EQUIPMENT: Local AHJ SOP/SOG, computer, and related forms

CONDITIONS: Given JPRs and needs analysis information, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify agency goals	<input type="checkbox"/>					
2.	Identify JPRs	<input type="checkbox"/>					
3.	Identify needs analysis data	<input type="checkbox"/>					
4.	Write a clear, concise, measurable goal	<input type="checkbox"/>					

	SELECTED TOPIC:
	Approved by Chief/Supervisor : _____ <i>Signature</i>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

_____ <i>Certifying Officer Name</i>	_____ <i>Date</i>
_____ <i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

[FSI III 11](#)

STANDARD: NFPA 1041, 6.3.6	SKILL AREA: Write Course Objectives
-----------------------------------	--

TASK: Write course objectives, so that objectives are clear, concise, measurable, and reflect specific tasks.

PERFORMANCE OUTCOME: The candidate shall use Job Performance Requirements (JPRs) to write course objectives that are clear, concise, measurable, and reflect specific tasks.

EQUIPMENT: Local AHJ SOP/SOG, computer, and related forms

CONDITIONS: Given JPRs, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify Job Performance Requirements (JPRs) for course	<input type="checkbox"/>					
2.	Write objectives to reflect specific tasks based on JPRs	<input type="checkbox"/>					
3.	Construct objectives in recommended format to include quantifiable performance measures	<input type="checkbox"/>					
4.	Write objectives that are attainable and realistic for the intended audience	<input type="checkbox"/>					
5.	Verify that objectives are clear, concise, grammatically correct and free of spelling/typographical errors	<input type="checkbox"/>					

SELECTED TOPIC:	
	Approved by Chief/Supervisor : _____ <i>Signature</i>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:	

<i>Certifying Officer Name</i>	<i>Date</i>
<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

[FSI III 12](#)

STANDARD: NFPA 1041, 6.3.7	SKILL AREA: Construct Course Content Outline
-----------------------------------	---

TASK: Construct a course content outline, so that the content supports the agency structure and reflects current acceptable practices.

PERFORMANCE OUTCOME: The candidate shall create a course content outline using course objectives, reference sources, agency structure and functional groupings, to create an outline that supports agency structure and adheres to current acceptable practices.

EQUIPMENT: Local AHJ SOP/SOG, computer, and related forms

CONDITIONS: Given course objectives, reference sources, functional groupings and the agency structure, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Verifies objectives, reference resources, functional groupings and agency structure	<input type="checkbox"/>					
2.	Correlates course goals, course outline, objectives, JPRs, lesson plan and instructional methods	<input type="checkbox"/>					
3.	Verifies that content supports agency structure	<input type="checkbox"/>					
4.	Documents that content reflects current acceptable practices	<input type="checkbox"/>					
SELECTED TOPIC:							
Approved by Chief/Supervisor : _____ <i>Signature</i>							

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

_____ *Certifying Officer Name* _____ *Date*

_____ *Certifying Officer Signature*

Overall Skill Sheet Result:
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

[FSI III 13](#)

STANDARD: NFPA 1041, 6.5.2	SKILL AREA: Develop Evaluation Results System
-----------------------------------	---

TASK: Develop a system for the acquisition, storage, and dissemination of evaluation results, so that the goals are supported and so that those affected by the information receive feedback consistent with agency policies and federal, state, and local laws.

PERFORMANCE OUTCOME: The candidate shall develop a system for the acquisition, storage, and dissemination of evaluation results, so that the goals are supported and so that those affected by the information receive feedback consistent with agency policies and federal, state, and local laws.

EQUIPMENT: Local AHJ SOP/SOG, computer, and related forms

CONDITIONS: Given agency goals and policies, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Associate agency goals and policies to evaluation results system	<input type="checkbox"/>					
2.	Determine federal, state, and local laws that would affect evaluation results system development	<input type="checkbox"/>					
3.	Design a record-keeping system that would store information and disseminate results	<input type="checkbox"/>					
4.	Apply data acquisition techniques	<input type="checkbox"/>					
5.	Assess the evaluation results system for accuracy	<input type="checkbox"/>					

SELECTED TOPIC:

Approved by Chief/Supervisor : _____
Signature

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

_____ *_____*
Certifying Officer Name *Date*

_____ *_____*
Certifying Officer Signature

<u>Overall Skill Sheet Result:</u>	
Pass: <input type="checkbox"/>	Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 14

STANDARD: NFPA 1041, 6.5.3	SKILL AREA: Develop Course evaluation Plan
-----------------------------------	--

TASK: Develop course evaluation plan, so that objectives are measured and agency policies are followed.
PERFORMANCE OUTCOME: The candidate shall develop a Course Evaluation Plan that measures objectives and adheres to agency policy.
EQUIPMENT: Local AHJ SOP/SOG, computer, and related forms
CONDITIONS: Given course objectives and agency policies, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Assure development of course evaluation plan objectives reflects department policy	<input type="checkbox"/>					
2.	Develop course evaluation plan objectives	<input type="checkbox"/>					
3.	Evaluate measuring techniques, agency constraints and resources	<input type="checkbox"/>					
4.	Design a plan for assessing the best measuring techniques based on agency policy	<input type="checkbox"/>					
SELECTED TOPIC:							
Approved by Chief/Supervisor : _____ <i style="text-align: right;">Signature</i>							

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:	

_____ <i>Certifying Officer Name</i>	_____ <i>Date</i>
_____ <i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 15

STANDARD: NFPA 1041, 6.5.4	SKILL AREA: Create a Program Evaluation Plan
-----------------------------------	--

TASK: Create a program evaluation plan, so that instructors, course components, and facilities are evaluated and student input is obtained for course improvement.

PERFORMANCE OUTCOME: The candidate shall create a Program Evaluation Plan so that instructors, course components, and facilities are evaluated and student input is obtained for course improvement.

EQUIPMENT: Local AHJ SOP/SOG, computer, and related forms

CONDITIONS: Given agency policies and procedures, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Develop a program evaluation plan so input can be obtained	<input type="checkbox"/>					
2.	Associate various department policies to the program evaluation plan	<input type="checkbox"/>					
3.	Develop a program evaluation plan that is inclusive of various course and environmental components	<input type="checkbox"/>					
4.	Design a functional program evaluation instrument based on department goals	<input type="checkbox"/>					

SELECTED TOPIC:

Approved by Chief/Supervisor : _____
Signature

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

_____ *Certifying Officer Name* _____ *Date*

_____ *Certifying Officer Signature*

<u>Overall Skill Sheet Result:</u>	
Pass: <input type="checkbox"/>	Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

Candidate:	Date:
-------------------	--------------

NFPA 1041- 2012 Ed.

PRACTICAL SKILL REQUIREMENTS

FSI III 16

STANDARD: NFPA 1041, 6.5.5	SKILL AREA: Analyze Student Evaluation Instrument
-----------------------------------	--

TASK: Analyze student evaluation instruments, so that validity is determined and necessary changes are made.

PERFORMANCE OUTCOME: The candidate shall analyze at least 10 student evaluation instruments from the candidates department.

EQUIPMENT: Local AHJ SOP/SOG, computer, and related forms

CONDITIONS: Given test data, objectives, and agency policies, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify department policy for student evaluations	<input type="checkbox"/>					
2.	Analyze student evaluation instrument to confirm alignment with department policy	<input type="checkbox"/>					
3.	Analyze student evaluation instrument to confirm learning objectives are met	<input type="checkbox"/>					
4.	Analyze student evaluation instrument to confirm validity	<input type="checkbox"/>					
5.	Submit student evaluation instrument which addresses all items aforementioned for the specified training sessions	<input type="checkbox"/>					

SELECTED TOPIC:

Approved by Chief/Supervisor : _____
Signature

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

_____ *Certifying Officer Name* _____ *Date*

_____ *Certifying Officer Signature*

<u>Overall Skill Sheet Result:</u>	
Pass: <input type="checkbox"/>	Fail: <input type="checkbox"/>

ALASKA FIRE SERVICE INSTRUCTOR III FINAL PROJECT SCORING MATRIX

FIRE SERVICE INSTRUCTOR III REQUIRED MATERIALS AND EQUIPMENT			Related Skill Sheet(s)
<input type="checkbox"/>	1	Agency Computer	10 – 16,
<input type="checkbox"/>	2	Agency Standard Operating Procedures/Guidelines	1, 2, 4 - 16 ,
<input type="checkbox"/>	3	Agency Training Record System	1, 2
<input type="checkbox"/>	4	Agency Record Keeping Policies	1, 2
<input type="checkbox"/>	5	Agency Purchasing Guidelines/Forms	5,
<input type="checkbox"/>	6	Agency Instructor Evaluation Forms	4,
<input type="checkbox"/>	7	Existing lesson plan prepared by instructor	6,
<input type="checkbox"/>	8	Various Training Forms	
<input type="checkbox"/>	9	NFPA Standard Applicable to AHJ Training Programs	1, 3,
<input type="checkbox"/>	10		
<input type="checkbox"/>	11		
<input type="checkbox"/>	12		

FIRE SERVICE INSTRUCTOR III REQUIRED FACILITY CHECKLIST			Related Skill Sheet(s)
<input type="checkbox"/>	1	Classroom with Table and Chairs	
<input type="checkbox"/>	2		